

# **PONTESBURY PARISH COUNCIL**



Nicola Young  
Deputy Clerk

22<sup>nd</sup> October 2024

## **To All Members of the Pavilion Committee**

Dear Councillor

You are hereby summoned to attend the meeting of the **Pavilion Committee** of Pontesbury Parish Council scheduled to take place on **Monday 28<sup>th</sup> October 2024 at 6.30pm** in **Pontesbury Pavilion** in order to transact the following business, as set out in the below agenda.

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Deputy Clerk

## **AGENDA**

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE CODE OF CONDUCT**
3. **MINUTES OF PREVIOUS MEETING**  
To approve & sign the minutes of the meeting held on 22<sup>nd</sup> April 2024.
4. **PUBLIC QUESTIONS AND COMMENTS – (Fifteen minutes will be allowed)**
5. **PAVILION ADMINISTRATIVE MATTERS**
  - a. To receive updated Pavilion Receipts & Payments report from Scribe. (at the meeting)
  - b. To receive quotes for painting Pavilion Meeting Room and select company to undertake work.
  - c. To review the Pavilion fire risk assessment (internal review in 2024)
  - d. To review the Shropshire Council annual license fee of £5,000 and to organise a meeting to discuss options.
  - e. Pavilion Committee to look at the discrepancy in room hire bookings. Booking form says minimum charge of 2 hours but on the Pavilion website the charging is per 15 minutes.
  - f. To receive information on the Marches LEP Energy Grant and agree a way forward, in conjunction with the report received from Marches Energy Agency.
6. **FOPL - To receive a report from FoPL.**
7. **REVIEW ONGOING MATTERS**
  - a. Patio doors from the Library teen area to outside.
8. **DATE OF NEXT MEETING**  
The next meeting of the Pavilion Committee is scheduled to take place in the Pavilion, Hall Bank, Pontesbury, SY5 0RF on Monday 27<sup>th</sup> January 2025 at 6.30pm.